

Date Received: \_\_\_\_\_

Credit Application ID: \_\_\_\_\_

Original Fee: \_\_\_\_\_

Credit Amount: \_\_\_\_\_

Revised with Credit Applied: \_\_\_\_\_

Percentage of Credit: \_\_\_\_\_



City of Harrisonburg, Virginia  
Department of Public Works  
320 East Mosby Road  
Harrisonburg, VA 22801  
540-434-5928  
stormwater@harrisonburgva.gov

**Stormwater Utility Fee Credit Application Form**  
**For Non-Residential**  
**Submit ONE Application Per BMP**

☐ For Pre-Installation Review

☐ For Final Credit Application

☐ To Reinstate an Expired Credit *(For re-applications of credit not yet expired, see Appendix C.)*

**General Information:**

**Parcel Information**

Tax Map Parcel Number(s): \_\_\_\_\_

Parcel Street Address: \_\_\_\_\_

**Owner Information**

Owner Name (Last, First, M.I. or Business): \_\_\_\_\_

Owner Mailing Address (w/ Apartment Unit, if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If Business, Contact Name (Last, First, M.I.): \_\_\_\_\_

Phone Number (w/Area Code): (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Type of BMP Installed (check one)**

NOTE: Stormwater management calculations, original construction plans, record drawings, and Maintenance Agreement for the stormwater BMP must be submitted with this credit application.

☐ **Required On-Site BMP Providing Water Quantity OR Quality Control to Satisfy Development Regulations.**

(Check only boxes that are applicable)

Type of BMP Installed: \_\_\_\_\_

Impervious Area Treated by BMP (sq. ft.): \_\_\_\_\_

☐ This is an on-Site BMP Treating Off-Site Impervious Areas – Department of Public Works staff will advise you on required documentation.

☐ This is a Regional BMP – Department of Public Works staff will advise you on required documentation.

*Maintenance Agreement (check one):*

☐ A Maintenance Agreement has been recorded at the Rockingham County Clerk of Court's office and submitted to the City of Harrisonburg Department of Community Development

☐ A Provisional Maintenance Agreement has been completed and is attached to this application.

*Pollutant Removal Overage (optional):*

☐ This is a water quality BMP that has additional water quality pollutant removal beyond the required pollutant removal *for the site*. Details provided in attached Stormwater Calculations.

☐ **On-Site BMP Providing Water Quantity AND Quality Control**

(Check only boxes that are applicable)

Type of BMP Installed: \_\_\_\_\_

Impervious Area Treated by BMP (sq. ft.): \_\_\_\_\_

☐ This is an On-Site BMP Treating Off-Site Impervious Areas – Department of Public Works staff will advise you on required documentation.

☐ This is a Regional BMP – Department of Public Works staff will advise you on required documentation.

*Maintenance Agreement (check one):*

☐ A Maintenance Agreement has been recorded at the Rockingham County Clerk of Court's office and submitted to the City of Harrisonburg Department of Community Development

☐ A Provisional Maintenance Agreement has been completed and is attached to this application.

*Pollutant Removal Overage (optional):*

☐ This BMP has additional water quality pollutant removal beyond the required pollutant removal *for the site*. Details provided in attached Stormwater Calculations.

## ☐ **Voluntary BMP**

(Check only boxes that are applicable)

Type of BMP Installed: \_\_\_\_\_

Impervious Area Treated by BMP (sq. ft.): \_\_\_\_\_

☐ This is an On-Site BMP Treating Off-Site Impervious Areas – Department of Public Works staff will advise you on required documentation.

☐ This is a Regional BMP – Department of Public Works staff will advise you on required documentation.

### *BMP Certification:*

This facility was designed and built in accordance with required standards and specifications and/or Chesapeake Bay Program's Urban Stormwater Protocols effective on the date of the start of construction or was provisionally approved by the City in a pre-installation review application. Details provided in attached Stormwater Calculations. Yes ☐ No ☐

### *Maintenance Agreement:*

☐ A Maintenance Agreement for Voluntarily Installed Non-Residential BMPs has been completed and is attached to this application.

## ☐ **Industrial VPDES Permit**

Type of VPDES permit: \_\_\_\_\_

On-Site Impervious Area Covered by VPDES permit (sq. ft.): \_\_\_\_\_

## **Required Attachments:**

### **For BMPs:**

#### ☐ **Photographs of BMP**

Date Photos were taken: \_\_\_\_\_ (must be no more than 60 days old)

#### ☐ **Signed Maintenance Agreement (check those that area applicable)**

- ☐ Copy of Maintenance Agreement recorded at the Rockingham County Clerk of Court's office
- ☐ Provisional Maintenance Agreement
- ☐ Voluntary Maintenance Agreement

#### ☐ **Most recently completed Inspection Form (by Professional Engineer)**

### **Construction Plans**

- ☐ Attached to application
- ☐ On File with City; please confirm with Public Works

- ☐ Stormwater Management Calculations
- ☐ Credit Calculations
- ☐ Stormwater Utility Fee Regional BMP Agreement, if applicable

**For Industrial VPDES Permit:**

- ☐ Copy of Virginia DEQ General Permit Coverage Letter
- ☐ Copy of Stormwater Pollution Prevention Plan (SWPPP)
- ☐ Copy of latest Discharge Monitoring Report (DMR) Note: Copies of future DMRs shall be submitted to City at time of submittal to DEQ.
- ☐ Credit Calculations
- ☐ Map to show Permit-Regulated Area

**Signature of Agreement**

**I hereby certify the above information to be true and correct to the best of my knowledge. I agree that pollutant credits approved by the City of Harrisonburg as Stormwater Utility Fee Credits will no longer be available for any other use, including Virginia Stormwater Management Program requirements.**

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**FOR CITY USE ONLY**

Application administratively complete and credit applied ☐ Yes ☐ No

Application Credit denied based on the following: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Letter Mailed: ☐ Yes Date: \_\_\_\_\_